

Quest PSA Meeting Minutes  
September 10, 2019

Present: Karine Fiore, Roxana Naughton, Ninita Choksey, Dionne Penager, Sapna Garg, Kimberly Thompson, Rachel Zahn, Anne Sebastian, Grishma Shah, Miel Johnson, Tricia Reuter, Jen Vakharia, Manish Rege, Effie Quaranta, Karen Dickenson, Jacque Negus

Meeting called to order: 8:06am

1. Introductory business

a. Approve 8.27 minutes – Christy is not in attendance due to illness. The minutes will be approved at the next meeting. A big thank you to Roxy for taking notes.

b. Volunteer update

All grades have room parents. The Room Parent Orientation Meeting is September 17<sup>th</sup>. Coffee and pastries will be served.

A September events email sent out for volunteers/needs so that required hospitality and volunteer support can be defined.

Karen provided the following information: if you need assistance in setting up rooms with chairs, tables or other needs, please email Ernesto at [help@questacademy.com](mailto:help@questacademy.com). Feel free to include a drawing or narrative to explain your needs.

Please be sure to clean up after your own event. It is the chair's responsibility to ensure this is done. A dumpster is located in the back alley. Please stack chairs. Ernesto will help with heavy lifting. Food left in the teachers' lounge remains the PSA's responsibility for cleanup and storage. Teachers do not have the time to clean up the kitchen. Karine is willing to help with this if you text her and Karen and Jacque will assist as well.

c. Budget

Karen and Ninita worked on the budget and updated expenses. Items that are in squares are funded by the school. If expenses are higher than the proposed budget please discuss with Ninita. Please try not to spend money on items we have in storage. Fine Arts Night will be removed from the budget.

Box Top/Amazon Smile revenue are included. A communication regarding the new Box top process needs to be coordinated with Sharon for distribution to all families.

Any excess funds at the end of the year are given back to the school.

The book fair and service-learning events are new and as such, have a less structured spending structure.

## 2. Review past events

a. Spirit Wear sales- Amanda Davey has requested that we use the branded, school sponsored logos in all spirit wear. She will provide the logos upon her return next week. The current sale is closed and Manish will coordinate the winter sale items and ensure the appropriate logos are used.

### b. Meet the teacher -past events

Lower school parents ate a lot of food, mints and water. Middle school parents did not eat much food or water. The remaining chips from the middle school event were donated to the 8<sup>th</sup> grade advisory by the 8<sup>th</sup> grade parent who donated them. Possible alternative uses discussed donating them to after care or selling them as concessions at basketball games. Pictures and binders have been updated for next year's events.

## 3. Upcoming Events

### a. Museum

The Museum is almost finished and must be cleaned. Gary Mann has done an amazing job working on the museum with the students. Ann and Trisha are working on the Museum as well. There will be a soft launch Thursday night for the Board and the grand opening on Monday. The blue-ribbon cutting is at 9am and the Mayor of Palatine is coming for the whole school event.

Children will view the museum in 30 minute time slots. Third grade students are acting as docents.

Corporate Sponsorship is needed for ongoing costs starting in January.

### b. Story Telling Night

Small amounts of quiet, light snacks are planned. People are encouraged to bring dinner. A reminder is being sent out explaining the event. A suggestion was made to include more details on the event in the evite so families better understand what it is. It will also be featured in the weekly Quest, highlighted on the message board during drop off and pick up and included on teacher blogs.

### c. 4K

The 4K planning is going well. There will be a race car theme. The Committee is working on getting additional sponsors. LuLu Lemon is donating bags. Photography friends will be documenting the event.

It is scheduled for Sunday, September 29<sup>th</sup> at 8am. Donations are coming in and T-shirt sales are continuing. Children will receive prizes and shoelaces for getting sponsors.

Picnic planning is also going well. There will be a face painter and other activities.

#### d. Committee Progress Reports

Parent Education-the Committee is developing a calendar of events. On January 30<sup>th</sup>, there will be an executive function event. Additional details will be coming soon.

Leap into service day – the proposed day of February 29<sup>th</sup> is a regional Science Olympiad competition day which may limit participation. Sunday, March 1<sup>st</sup> has been proposed as an alternative date. There will be two events for the day to ensure age appropriate activities for all students. In addition, the committee will organize Meet and Dine events all weekend.

Teacher Support – In September the Committee provided candy treats with a note in the mail boxes.

Reading Innovation – A meeting to begin planning the book fair will occur in September.

Fundraising – the update on spirit wear occurred already. An announcement on box tops will be prepared and distributed.

Showcase – The committee has been brainstorming ways to showcase the talents of our community. There is a showcase event during graduation. Additional possibilities are highlighting extra-curricular activities in the weekly quest, and promoting huge achievements, wall of fame fantasy geography, teachers' lives and other accomplishments. Good stories will also be promoted on the bulletin board.

#### 4. Administrative updates

An update from the Development office was provided explaining the Board of Trustee's Development Committee and the Kingdom Campaign. Independent school-tuition covers 80% of operating costs. It is necessary to raise additional operating funds or the school will need to cut programs or raise tuition substantially. 100% of the Board and Staff contribute to the Kingdom Campaign. The Committee is asking for 100% participation from the PSA Board prior to the October 21<sup>st</sup> kickoff. Participation is defined as any size donation. The support signals to the community that this is an important event. PSA pledge forms will be handed out at the next PSA meeting.

Meeting adjourned.